

Message Text

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ORIGIN SS-15

INFO OCT-01 IO-10 ISO-00 OIC-02 SSO-00 CCO-00 NSCE-00 A-01

OC-05 CPR-01 USSS-00 SY-05 NSC-05 OPR-02 PRS-01 /048 R

DRAFTED BY S/S-S:PREAMS:JGB

APPROVED BY S/S:GSSPRINGSTEEN

UCG:LCJOHNSTONE

S:JCOVEY

----- 118155

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FM SECSTATE WASHDC

TO USMISSION USUN NY PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.) UNGA

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT
REQUIREMENTS

FOR USUN ACTION - INFO IO/OIC ADVANCE

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE
CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIRE-
MENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S
RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF
BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING
ACTIVITIES OF THE PARTY.

1. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAM OF
L. CRAIG JOHNSTONE AND JANET BUECHEL WILL SUPPORT SECRE-
TARY'S VISIT TO USUN AND HELP COMPLETE ARRANGEMENTS.
(ARRIVAL INFORMATION BEING SENT SEPTTEL.) TWO ADDITIONAL
S/S TEAMS CONSISTING OF PETER REAMS, SUSAN SHEA, KARLA
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GEBERT AND INTS SILINS WILL ALSO SUPPORT THE SECRETARY'S
VISIT.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE

THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING

MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL, S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER. BEGINNING FRIDAY, A FILE OF ALL TRIP-RELATED CABLES SHOULD COMPILED. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. OFFICE ARRANGEMENTS: OIC ACTION

A. COMBINED NSC/STATE OFFICE: A DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF THREE OFFICERS AND THREE SECRETARIES, NEAR THE SECRETARY'S ACCOMMODATION IF AT ALL POSSIBLE, BUT NOT IMMEDIATELY ADJACENT.

FOLLOWING REPRESENT OPTIMAL REQUIREMENTS:

- SIX DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND TYPERWRITER STANDS
- OFFICE SUPPLIES AND FORMS
- COPY MACHINE (IF POSSIBLE)

B. SUPPORT OFFICES FOR S/S AND SENIOR STATE STAFF:

EXECUTIVE SECRETARIAT STAFF (S/S): TWO (2) CONNECTING OFFICES IN USUN. ----- MINIMUM REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES, FORMS, USUN PHONE BOOK, DIPLOMATIC LIST, ETC.

SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE
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FOR THE USE OF THE SENIOR STATE DEPARTMENT STAFF. EQUIP WITH FOUR DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

C. OFFICE MACHINES:

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC, BUT MINIMUM REQUIREMENT IS THAT TYPE MUST BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A

BACKUP MACHINE PROVIDED.

4. MISCELLANEOUS ARRANGEMENTS:

A. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS SHOULD BE DELIVERED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT AND CORRECT ADDRESSES, SALUTATIONS AND TITLES.

B. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. FIFTEEN COPIES OF EACH INDIVIDUAL ITEM SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY SHOULD BE TYPED ON A THREE-BY-FIVE INCH CHIT AND ATTACHED TO THE UPPER RIGHT HAND CORNER OF ONE COPY. SUMMARIES SHOULD STRESS NEW DEVELOPMENTS OR HIGHLIGHT COMMENT OR OPINION. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2400 AND 0500. THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT SHOULD BE SELECTED. PERSON ASSIGNED TO SUPERVISE CULLING AND SUMMARIZING OF TICKER ITEMS SHOULD CONFER WITH THE S/S ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. FIVE COPIES EACH OF NEW YORK TIMES AND WASHINGTON POST SHOULD BE MADE AVAILABLE TO S/S DAILY. IN ADDITION, TEN COPIES EACH OF NEWSWEEK AND TIME SHOULD BE AVAILABLE UPON PUBLICATION.

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5. SECRETARIAL/COURIER ASSISTANCE:

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED STATE DEPARTMENT SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE AVAILABLE AT ALL TIMES ON CALL. EXCELLENT SHORTHAND AND TYPING SKILLS ARE ESSENTIAL. A SCHEDULE OF SHIFTS FOR DUTY SECRETARIES SHOULD BE PREPARED AND MADE AVAILABLE TO THE S/S ADVANCE TEAM.

B. TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK S/S, C&R AND THE OFFICE OF THE SECRETARY'S SPECIAL ASSISTANTS OFFICE. SPECIFIC SETUP FOR EACH POST SHOULD BE REFERRED TO DEPARTMENT (S/S) FOR APPROVAL. SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE GIVEN TO S/S ADVANCE TEAM UPON ARRIVAL.

6. TDY ASSISTANCE: ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES, COURIERS AND SECRETARIES SHOULD BE DIRECTED TO IO AND COORDINATED WITH THE IO/OIC ADVANCE

TEAM UPON ARRIVAL.

7. SEPTTEL FOLLOWS ON TELEGRAPHIC COMMUNICATIONS.
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